

Minutes of the Personnel Committee

Tuesday, May 18, 2004

Chair Paulson called the meeting to order at 1:00 p.m.

Present: Supervisors Duane Paulson (Chair), Bonnie Morris, Tom Bullermann, Bob Thelen, Jeff Morris, Jim Jeskewitz, and Genia Bruce.

Also Present: Legislative Policy Advisor Dave Krahn, Chief of Staff Lee Esler, Employment Services Manager Sue Zastrow, Senior Financial Analyst Mike Baniel, Chief Judge Kathy Foster, County Executive Dan Finley, County Board Chair Jim Dwyer, and County Clerk Kathy Nickolaus.

Approve Minutes of May 4, 2004

MOTION: Jeskewitz moved, second by Bullermann to approve the minutes of May 4. Motion carried 7-0.

Schedule Next Meeting Dates

June 1st

Executive Committee Report

Paulson advised of the following issues discussed at the last Executive Committee meeting.

- State Rep. Dan Vrakas was present to discuss various issues including TABOR (Taxpayer's Bill of Rights) which he supports in some form or another. He feels it's important there be statewide health insurance for municipal employees to save money.
- Executive Committee correspondence included an invite to the Waukesha County Museum tonight, the May 27 Public Policy Forum's viewpoint luncheon on meeting our region's transportation needs, and a memo from City of Waukesha Mayor Lombardi to County Board Chair Dwyer regarding the state of the city address in June. Regarding Aurora's proposal to build a hospital on the Pabst Farms property in Oconomowoc, the County's only position will be whether or not it should be re-zoned.
- UW-Extension Director Marcia Jante gave a report on Community Development Block Grant (CDBG) funded projects including Haertel Field, Phoenix Heights, and the Medina projects, and the newly proposed project Westside Neighborhood. They've also applied for CDBG funding for a farmer's market to grow produce for the food pantry.
- Adopted 159-R-002 which would require State legislators to be subject to the same open meetings laws that local governments in Wisconsin must currently abide by.
- Approved the various appointments that were included in the last yellow packet.

Announcements

Esler said the County Board is invited and authorized to attend Governor Doyle's listening session with elected officials Thursday, May 20 at 8:00 a.m. in the County Board Room.

Educational Overview of the Compensation System

Zastrow distributed copies of “2004 Non-Represented Salaries by Salary” which listed the non-represented classifications and their salary ranges and she explained salary administration as outlined in the County’s Policies and Procedures.

There are basically two compensation plans: one for non-represented employees and one for represented employees. Represented employees salaries are in step ranges ranging from 3 to 11 depending on the bargaining unit and the classification. These steps can be at six-month intervals or at one-year intervals. Through contract negotiations, the ranges (salaries) are adjusted each year with across-the-board increases and are approved by the County Board. Across-the-board increases are given to all the represented employees no matter what step they’re at, even if they have surpassed the final step. Managers are allowed to give early merit increases if they are not at the maximum step if their performance warrants it. On the other hand, if someone is not performing well, they can delay the merit increase until their performance is of a satisfactory nature. Other than that, everyone receives the same.

In the mid 1990’s, the County Board and the County Executive agreed to establish a different compensation system for the non-represented employees. They wanted to be able to reward higher achievement among these employees and to base pay on performance. Two compensation systems were established for non-represented employees: the open system and the step system.

The open system has a minimum and maximum and employees move through the range. Depending on where the employee is in the range, more can be added to the base salary and you can also have non-base awards. With non-base awards, you have the ability to give them an award for going “above and beyond” in that particular year. This does not affect future pay because it’s not added to the base – it’s a one-time award. They would have to do something extraordinary the next year in order to earn the award again. In the open system, in order to receive the across-the-board increase, an employee would need to have an acceptable performance rating. If they do not, they would not receive the full across-the-board increase. The department head has the ability to withhold all or part of that increase. (Across-the-board increases for non-represented employees are recommended by the Personnel Committee and then approved by the Finance Committee and the full County Board). In the open system, the across-the-board increase is applied to the range but the employee would only receive it if their performance warrants it. In order to receive a base or non-base increase, their performance would have to be “above and beyond.” Department heads can recommend the amounts they want their employees to receive and this is reviewed and approved by the County Executive. Zastrow noted that the department heads and top managers are in the open system.

The step system is applied to all other non-represented employees and is similar to that of the represented employees except that it’s a 9-step system. There are 3% raises at each step and there is one year between each step. These employees can also receive early merit increases or delays depending on performance. However, once they receive the maximum after 8 years, the performance-type pay takes effect. Even though they’re not eligible for a step increase they can receive a non-base increase for the year depending on performance, up to 3%. This one time payment goes away after that. Over the years, more and more employees in the step system have

been moved to the open system based on the desires of the County Board and the County Executive.

A few years ago, a third compensation system was developed because it had become very difficult to recruit and maintain employees in some of the information systems positions due to the market at that time. These are also non-represented employees and they were placed in the Information Systems Ranges. These ranges function like the open ranges but with a little more flexibility. Pay is adjusted every year if necessary, based on the market. Whereas other non-represented employees can receive non-base awards once a year, it's possible for those in the Information System Ranges to receive non-base awards up to two times a year.

Zastrow said salaries for all of the represented positions are negotiated with the unions. For non-represented employees, salaries are determined by the Job Evaluation Committee (JEC) using the Hay Method. The Hay Method is a complicated system that uses certain criteria to come up with a point total for each type of classification. The higher the point total, the higher the salary. (The market may dictate that some positions be paid lower or higher). Criteria include how much knowledge is needed to do the job. This includes the level of communication skills needed and does this person need to have knowledge in one area or in multiple areas. Problem solving is another aspect. Is the work routine or are many decisions or solutions needed. Accountability is yet another. How much freedom does this person have to act. Training and experience is also a factor, not necessarily based on education but also based on past work experience.

Ordinance 158-O-008: Establish Pay for Clerk of Juvenile Court

This ordinance, placing this position in Open Salary Range 8, was heldover at the May 4 meeting when Judge Foster requested that the committee consider an amendment to the ordinance and that this position be placed in Open Salary Range 9. Based on a recent review of the job specification by the Job Evaluation Committee (JEC), this position was placed in range 8 based on the fact that some duties over the years had been transferred to the Clerk of Circuit Courts Office. (It was in range 10 for many years). Among the reasons for the request, Foster said JEC does not recognize supervisory duties and because it scored just a few points below range 9 she asked that it should be placed in range 9. After a lengthy discussion, the committee agreed to return the job specification to JEC for further consideration although this did not occur.

Finley appeared at today's meeting and said they have been struggling with this position for quite some time. The job was evaluated and placed in pay range 8, 3 points below range 9. He feels it's important to maintain the integrity of the system and that it remain in range 8. He said Foster's request would have us rewriting the job spec to get it to a "pre-determined" pay range and this would set serious precedent.

Foster said she did re-write the job spec but Finley did not approve of it going back to JEC for further review. The Clerk of Juvenile Court is not an elected official. This person serves at the pleasure of all 12 judges. Because of an oversight, this was not included in the job spec. She felt the integrity of the system has to be balanced with an equity situation. It was important to her that there be some equity between this position and other somewhat similar positions in the County, e.g., the Deputy County Treasurer and the Deputy County Clerk. Both serve under elected officials and have similar language in the job specs. After reading the job specs for these

two positions, she realized there were three things they did not include in the Clerk of Juvenile Court job spec: 1) serves as the legal custodian of all documents filed with the Juvenile Court Office in accordance with State Statutes; 2) coordinates and manages the maintenance of records on all monetary transactions performed by the Office of Juvenile Court; and 3) represents the courts as the Clerk of Juvenile Court at public gatherings on local and statewide committees and other public forums. For some reason these weren't included in the original job spec. Foster said the fact that this position is appointed by the judges with the approval of the chief judge to manage the operations of Juvenile Court makes it a more tenuous position than some of the others. Also, this is a freestanding facility so help from other offices, so to speak, is a little more difficult.

Finley and Foster both referred to an earlier proposal to consolidate more duties of the Clerk of Juvenile Court into the Clerk of Circuit Courts Office. It was later determined by the judges that this not go forward. Finley said had the consolidation under the Clerk of Courts continued, he believes there would have been cost savings. What the judges are suggesting be added back in the job spec are all currently available under the Clerk of Circuit Courts Office. Finley said to proceed in the direction that the judges desire at this time is duplication. Waukesha County, in essence, would be paying twice for the same level of expertise. He also noted that the job spec for the incumbent was 2 or 3 points into range 10 yet nobody at that time argued to lower it to range 9.

A few questions were asked by supervisors and a brief discussion ensued. Bullermann spoke in favor of Foster's proposal (pay range 9) whereby Paulson spoke in favor of the ordinance (pay range 8).

MOTION: Thelen moved, second by J. Morris to approve 158-O-008. Motion carried 6-1. Bullermann voted no.

Announcements

Paulson referred to District Attorney Bucher's request at the last meeting to reclassify the Computer Services Coordinator (CSC) position to a Computer Forensics Analyst (CFA). The CSC is scheduled to end later this year. Bucher wants to budget for the CFA position in his 2005 budget although no finalized job spec exists for it. His request will more than likely be rejected by County Executive Finley at budget time but Bucher has the opportunity to bring it before the Personnel Committee and the County Board for consideration.

Review and Accept the 2003 Annual Report of the County Clerk's Office

Nickolaus reviewed her annual report which included 2002 data and fees (for comparative purposes) and 2003 data and fees with regards to marriage licenses, passport applications, elections, dog licenses, and miscellaneous revenues.

MOTION: Bruce moved, second by B. Morris to accept the 2003 Annual Report of the County Clerk's Office. Motion carried 7-0.

Educational Presentation on the County Clerk's Office

Nickolaus said all of her staff are sworn deputies because of their marriage license duties. She discussed these duties and the paperwork involved in detail. Some of the other duties are as follows. The County Clerk's Office is the official "keeper" of the County records including all contracts, ordinances and resolutions, meeting minutes, etc. Nickolaus attends the County Board meetings and takes the minutes of those meetings and she prepares the ordinances and resolutions for the County Executive's approval. She noted that enrolled ordinances and resolutions are now available on the County's website. They notify Corporation Counsel of those enrolled ordinances that affect the County Code so they the Code can be changed accordingly. They maintain a list of all County-owned vehicles and handle all the registrations, titles, plates, etc. They also process passport applications. They compile meeting minutes for each board year which are published into books. They handle the Economic Interest Statements. They take care of elections and Nickolaus noted that candidate information is available on their website. They handle nomination papers for all elected County Officials and for other jurisdictions and she makes sure the information is correct so that person can be placed on the ballot. Her office prepares and handles the ballots and ensures they are printed properly. They are responsible for room reservations in the Administration Center. They also process expense sheets and per diems. They are responsible for placing agendas and minutes of the web from other County departments.

MOTION: J. Morris moved, second by Jeskewitz to adjourn at 3:32 p.m. Motion carried 7-0.

Recorded by Mary Pedersen, Legislative Associate.

Respectfully submitted,

Bonnie J. Morris